



Job Opportunity
Town of Abingdon, Virginia
Immediate Need

Posting Date: February 10, 2022

Closing Date: Open Until Filled

Salary: \$12.73 per hour

Position: Customer Service Associate

Department: Recreation

Job Type: Full-Time (40 hours/week)

Position Description:

The Customer Service Associate will work with administrative staff to ensure the front desk and lobby areas present a welcoming and friendly image to all participants. The Associate will handle communications for staff, answer inquiries, and obtain information for the general public, patrons, members, and prospective members. The CSA will provide information about activities, classes, special events, and various programs conducted at the Coomes Center. The position is day shift with some required weekends.

Skills and Requirements:

- High School diploma or equivalent.
- Some college coursework is preferred.
- Must have a working knowledge of computers.
- Customer Service experience is required.
- Cash handling or retail experience.
- Must possess a high level of organization and accuracy.
- Must have a pleasant personality.

Application:

Please access and submit your application to: www.abingdon-va.gov . This position will remain open until filled.

The Town of Abingdon offers an excellent benefits package that includes medical and dental insurance, paid annual leave, paid holidays, and Virginia State Retirement to Full-Time employees.

The Town of Abingdon is an equal opportunity employer.